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ABSTRACT

A data processing program that can be used as a research and collective bargaining aid for colleges is briefly described and the fields of the system are outlined. The system, known as BRAIN (Baruch Retrieval of Automated Information for Negotiations), is designed primarily as an instrument for quantitative and qualitative analysis. BRAIN consists of over 350 collective bargaining agreements drawn from both American and Canadian institutions. The program is written in FORTRAN and the computer and terminals are located at the McGill University Labour Agreements Data Bank. The data are available in English or French. BRAIN can search the database for any one of about 120 clauses, and can provide the user the opportunity to select their own format as individual needs may dictate. The clauses (fields) are listed, along with their identification numbers. Each clause is also broken down into its various components and three of them, grievance, arbitration, and governance, are set forth in their entirety (including the computer codes). Additional fields include: college identification, union security, teaching conditions, department chairperson, nonteaching staff, personnel files, leaves, benefits, job security, discipline, patents and copyright, miscellaneous, and annual salaries. (SW)

NEWSLETTER
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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

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"BRAIN"

BARUCH RETRIEVAL of AUTOMATED INFORMATION for NEGOTIATIONS

Computerized Information Retrieval Systems, for those engaged in academic collective bargaining in higher education, has long been recognized as both a primary and necessary goal. The need for an automated contract data base was first recognized by the National Center for the Study of Collective Bargaining in Higher Education in 1975 when it embarked on Phase One of its data retrieval operations. That project involved the computerization of the entire contract collection of the Center and was designed primarily for those parties negotiating initial collective bargaining agreements. Complete verbatim retrieval of contract language was the key component of this project and no attempt was made to analyze the data on either a qualitative or quantitative basis. This computerized retrieval project met with a high level of success. Colleges, universities, bargaining agents, faculty senates, researchers and students from all parts of the country, as well as Canada and Japan, have purchased computerized searches utilizing this data base. In addition, practitioners have used these contracts as models at their own institutions. The primary purpose of that project, the widespread dissemination of contract language, was thus effectuated.

Now, in response to the needs of the members of the higher education collective bargaining community, the National Center, in conjunction with the Association of Universities and Colleges of Canada and the Labour Agreements Data Bank of McGill University has designed Phase Two of its data processing program. This system, known as BRAIN (Baruch Retrieval of Automated Information for Negotiations) has now been implemented and is available for use as a research and collective bargaining aid. Designed primarily as an instrument for quantitative and qualitative analysis, BRAIN consists of over 350 collective bargaining agreements drawn from both American and Canadian institutions. Care has been taken in order to ensure a representative sample with respect to institution, geographic location, bargaining agent and unit size. The data base will be continuously updated so that the latest contracts can be included. This updating capability also allows for the inclusion of specific contracts into the data bank. Thus, if an institution or bargaining agent desires to have their agreement analyzed against selected portions of the data base, BRAIN would be able to accommodate them.

Keeping with the basic philosophy of the National Center, BRAIN has been designed as a neutral reference base. The Labour Agreements Data Bank of McGill University, the location of the computer program, is also a neutral organization, founded in 1968, in order to provide "information to those who are involved in the process of collective bargaining." McGill Data Bank services include the following characteristics which we believe to be essential and compatible with ours in meeting program goals.

*IMPARTIAL
The computer is neither "pro-management" or "pro-labour." Clients receive *facts* they can rely on.

*CONFIDENTIAL
Important if both parties to negotiations use the Data Bank.

*ACCURATE
A small, highly trained staff codes new and renewed contracts as soon as they are received. All information is double checked before being loaded on the computer.

*SELECTIVE
Precise information concerning your sector or geographic area. You don't have to plough through piles of material to find the data that applies to your situation.

Consistent with the objectives set forth above, the National Center will provide confidential, personal and value free data from which the parties are free to draw their own conclusions.

Although a detailed understanding of the workings of computer programs is not necessary for subscribers to this service, some of the more general concepts listed below might be useful to our subscribers.

- The computer and terminals are located at the McGill University Labour Agreements Data Bank.
- The program runs on MUSIC on the AMDAHL computer.
- MUSIC is an acronym for McGill University System for Interacting Computing.
- The program is written in FORTRAN.
- Time sharing will be coordinated by LADB based on NCSCBHEP and AAUC requirements.
- LADB has copies of all contracts from which photocopies are obtainable.
- The data is available in English or French.

Computer systems are only as valuable as the data bases available to them. BRAIN can search the data base for any one of approximately 120 clauses and can print nine conditions at once. In addition, printouts are available for either any one clause cited in the code manual or any specific contract as contrasted with the rest of the data base. BRAIN also possesses sufficient flexibility to afford the user the opportunity to select their own format as individual needs may dictate.

All the contracts in the data base have been both coded and loaded by the LADB staff and have been verified for accuracy. Additional contracts can be unloaded at any time to meet the specific requests of individual users. A one time coding and loading fee will be charged for those contracts that are not part of the original data base. The code manual, which is available from NSCSCHEP at no charge, (there is a $4.00 postage and handling fee) sets forth, in detail, the various conditions contained in the program as well as the instructions given to coders.

The clauses (fields) listed below are the ones found in the overwhelming majority of the collective bargaining agreements on file at the Center's library and cover most facets of higher education employment relationships in both the United States and Canada. To a certain extent, the number of clauses selected was restricted in terms of card capacity and it was for that reason that certain subjects may have been omitted. If experience factors warrant, additional subjects will be added. Set forth below is a listing of the clauses included in BRAIN, along with their identification numbers. Each clause has been broken down into its various components and three of them, grievance, arbitration and governance, have been set forth in their entirety.

A BRAIN price list and order form have been included with this Newsletter for your convenience. BRAIN welcomes your questions and research problems and hopes that it can be of service to you.

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"BRAIN"

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Field	Col.	Cond.	Clause	Computer Abbrev.
			A. GRIEVANCE PROCEDURE	
22	53		GRIEVANCE PROCEDURE: MAXIMUM DELAY FOR SUBMISSION OF GRIEVANCE	DELAY TO SUB
		1	Grievance must be submitted within 0-10 days of event or knowledge of event	0-10 DAYS
		2	Grievance must be submitted within 11-30 days of event or knowledge of event	11-30 DAYS
		3	Grievance must be submitted within 31-60 days of event or knowledge of event	31-60 DAYS
		4	Grievance must be submitted within 61-90 days of event or knowledge of event	61-90 DAYS
		5	Grievance may be submitted after more than 90 days of event or knowledge of event	OVER 90 DAYS
		6	Delays vary for different types of grievances	VAR ACC TYPE
		7	Within a reasonable time of grievances	RSNBLE TIME
		8	Not specified	NOT SPEC.
23	54		GRIEVANCE PROCEDURE: NATURE OF TIME DELAYS AND STEP STRUCTURE	NATURE
		1	Time delays mandatory	DELAYS MAND.
		2	Time limits directory and may be extended (including where mutual consent required)	DELAYS DIR.
		3	Steps may be omitted by mutual consent (excluding optional, complaint, or informal steps)	OMIT STEPS
		4	Merits may be heard regardless of time limits	MERITS HEARD
		5	1 & 3	1 & 3
		6	2 & 3	2 & 3
		7	3 & 4	3 & 4
		8	Not specified	NOT SPEC.
24	55-56		GRIEVANCE PROCEDURE: PROVISION FOR ACCELERATED GRIEVANCE PROCEDURE	ACCEL GRIEV.
		01	If grievance arises from higher authority than immediate supervisor	HIGHER AUTH.
		02	For group or class grievance	GROUP/CLASS
		03	For union or policy grievance	UNION/ POLICY
		04	In event of discharge	DISCHARGE
		05	1 & 2	1 & 2
		06	1 & 3	1 & 3
		07	1 & 4	1 & 4
		08	2 & 3	2 & 3
		09	2 & 4	2 & 4
		10	3 & 4	3 & 4
		11	1 & 2 & 3	1 & 2 & 3
		12	1 & 2 & 4	1 & 2 & 4
		13	1 & 3 & 4	1 & 3 & 4
		14	2 & 3 & 4	2 & 3 & 4
		15	1 & 2 & 3 & 4	1 & 2 & 3 & 4
		16	Only by mutual agreement	MUT. AGR AGRMT
		18	Not specified	NOT SPEC.

Field	Col.	Cond.	Clause	Computer Abbrev.
NOTE I:			This is not the same as expedited arbitration which refers to an accelerated procedure of arbitration	
NOTE II:			Condition 16 is coded only if it is the *only* specified reason for an accelerated procedure; otherwise conditions 01, 02, 03, or 04 are coded.	
25	57		GRIEVANCE PROCEDURE: UNION REPRESENTATION AT GRIEVANCE HEARINGS	UN REP HEAR.
		1	Union reserves right to be present at all stages (and *may* have right to argue)	PRESENT ALL
		2	Union not present if grievant objects	GRVNT CHOICE
		3	Union has right to argue grievance at all stages	ARGUE ALL
		4	Union has sole right to argue grievance at all stages	ONLY UN ARG.
		5	Union present at some or all stages, but who has right to argue is not specified	UN PRES/ N.S.
		6	Union reserves right to be present at some (but not all) stages	PRESENT SOME
		7	Union has right to argue at some (but not all) stages	ARGUE SOME
		8	Union has sole right to argue at some (but not all) stages	ONLY UN/ SOME
		9	Other or not specified	OTHER/N.S.
			B. ARBITRATION PROCEDURE	
26	58		ARBITRATION: TYPE OF ARBITRATION BOARD	ARB. BOARD
		1	Impartial umpire	IMP. UMPIRE
		2	Tripartite board with binding decision by majority	BOARD MAJOR
		3	Tripartite board with rule of unanimity	BOARD UNAN.
		4	Tripartite board with voting not specified	BOARD UNSPEC
		5	Tripartite board with chairman's decision if no majority reached	BOARD CHAIR.
		6	Choice of umpire or board	UMP/BOARD
		7	As per relevant legislation	LEGIS.
		8	Not specified	NOT SPEC.
27	59-60		ARBITRATION: SELECTION OF ARBITRATOR	SELECT. ARB.
		01	Use of AAA selection rule (i.e. list of names is supplied by AAA)	AAA
		02	List of permanent arbitrators (rotating panel)	PERM. PANEL
		03	State Public Employment Relations Board Provincial Ministry of Labour (or other relevant State authority)	PERB ETC
		04	Provincial Ministry of Labour	PROVINCE
		05	By mutual consent	MUT. CONS.
		06	Choice of alternatives (i.e. 2 or more of above procedures)	CHOICE
		07	1 & faculty experience required	1 & FAC. EXP.
		08	2 & faculty experience required	2 & FAC. EXP.
		09	3 & faculty experience required	3 & FAC. EXP.
		10	4 & faculty experience required	4 & FAC. EXP.
		11	5 & faculty experience required	5 & FAC. EXP.
		12	6 & faculty experience required	6 & FAC. EXP.
		13	Federal Mediation and Conciliation Service to supply a list of names	FMCS
		18	Not specified	NOT SPEC.

Field	Col.	Cond.	Clause	Computer Abbrev.
NOTE: By "choice" in cond. 06 is meant that more than one method of selection is possible, and that the choice may depend on the two parties involved or may be obligatory depending on the type of grievance. This code is also used where an alternate method of selection (excluding recourse to State or Provincial authorities) is available in case of initial failure of the parties to succeed in choosing an arbitrator.				
28	61-62		ARBITRATION: ARBITRABILITY DEFINED: COMPLETE EXCLUSIONS FROM GRIEVANCE/ARBITRATION PROCEDURE	EXCLUSIONS
		01	Broad definition (terms and conditions of employment, contract, and beyond may be grieved	BROAD DEFN
		02	Narrow definition (grievance restricted to alleged violation of contract only)	NARROW DEFN
		03	To be determined prior to hearing of substantative matter	TO DETERMINE
		04	Promotion and/or renewal and/or tenure completely excluded from normal grievance/arbitration procedure	PRO/REN/TEN
		05	Dismissal for cause excluded	DISMISSAL
		06	Layoff or redundancy/financial exigency excluded	LAYOFF F. EX.
		07	1 & 4	1 & 4
		08	1 & 5	1 & 5
		09	1 & 6	1 & 6
		10	2 & 4	2 & 4
		11	2 & 5	2 & 5
		12	2 & 6	2 & 6
		13	3 & 4	3 & 4
		14	3 & 5	3 & 5
		15	3 & 6	3 & 6
		16	1 & 4 & 5	1 & 4 & 5
		17	1 & 4 & 6	1 & 4 & 6
		18	2 & 4 & 5	2 & 4 & 5
		19	2 & 4 & 6	2 & 4 & 6
		20	3 & 4 & 5	3 & 4 & 5
		21	3 & 4 & 6	3 & 4 & 6
		22	1 & 4 & 5 & 6	1 & 4 & 5 & 6
		23	2 & 4 & 5 & 6	2 & 4 & 5 & 6
		24	3 & 4 & 5 & 6	3 & 4 & 5 & 6
		28	Not specified	NOT SPEC.
NOTE: If employee has the right to grieve promotion etc. only in respect to procedural matters, cond. 04 is *not* coded, but cond. 01, field 31 is.				
29	63-64		ARBITRATION: USE OF DOCUMENTS DURING ARBITRATION HEARINGS	DOCUMENTS
		01	Only documents from personnel file may be used as evidence	PER FIL ONLY
		02	New documents may be introduced	NEW DOC OK
		03	Union has right to receive documents prior to hearing	TO UN BEFORE
		04	Arbitrator may order production of documents	ARB MAY ORDER
		05	1 & 3	1 & 3
		06	1 & 4	1 & 4
		07	2 & 3	2 & 3
		08	2 & 4	2 & 4
		09	1 & 3 & 4	1 & 3 & 4
		10	2 & 3 & 4	2 & 3 & 4
		18	Not specified	NOT SPEC.
30	65		ARBITRATION: TYPE OF ARBITRATION DECISION AND PRECEDENT SETTING	TYPE/ PRECDNT
		1	Decision final and binding on both parties	FINAL & BINDING
		2	Decision advisory (= non-binding)	ADVISORY
		3	1 and decision constitutes precedent	1 & PRECEDENT
		4	1 but decision does not constitute precedent	1 & NO PREC.
		5	No mention of type of decision but decision constitutes precedent	UNSPEC/ PREC.
		6	No mention of type of decision but decision is specified as *not* constituting precedent	UNSP/ NO PREC.
		7	As per legislation	LEGIS.
		8	Nature of decision varies according to type of grievance (e.g. procedural grievance means decision is final and binding but non-procedural grievance means decision is advisory only).	VARIES
		9	Other/not specified	OTHER/N.S.
31	66-67		ARBITRATION: LIMITS ON POWER OF ARBITRATION BOARD	POWER OF ARB
		01	Arbitrator to rule on contractual procedures only (i.e. no right to rule on questions of academic judgements)	PROCED. ONLY
		02	Arbitrator to rule on contractual procedures and academic judgements	PROC & AC JDG.
		03	Arbitrator may substitute or alter disciplinary penalty	ALTER DISCP.
		04	No power to substitute or alter disciplinary penalty	X ALTER DISC
		05	No power to add to, subtract from, alter, amend, or disregard provisions of collective agreement	X ADD&SUB
		06	1 & 3	1 & 3
		07	1 & 4	1 & 4
		08	1 & 5	1 & 5
		09	2 & 3	2 & 3
		10	2 & 4	2 & 4
		11	2 & 5	2 & 5
		12	3 & 5	3 & 5
		13	4 & 5	4 & 5
		14	1 & 3 & 5	1 & 3 & 5
		15	1 & 4 & 5	1 & 4 & 5
		16	2 & 3 & 5	2 & 3 & 5
		17	2 & 4 & 5	2 & 4 & 5
		18	Not specified	NOT SPEC.
32	68		ARBITRATION: PAYMENT OF ARBITRATOR'S FEE	ARB FEE: PAY
		1	Administration and Union split 50%-50%	SPLIT 50-50
		2	Losing party pays	LOSER PAYS
		3	Employer pays all costs in certain cases	EMPLYR: CERTN
		4	Arbitrator may award costs to either party	ARB TO AWARD

Field	Col.	Cond.	Clause	Computer Abbrev.
		5	1 or 4	1 OR 4
		8	Not specified	NOT SPEC.

C. GOVERNANCE PROCESS

63	40-41		GOVERNANCE: ACADEMIC GOVERNANCE: SENATE COMPOSITION	SENATE: COMP.
		01	Faculty majority	FAC MAJ
		02	Faculty minority	FAC MIN
		03	Administrative officers included	ADM INCL
		04	Students included	STU INCL
		05	Non-academic staff included	NON-ACAD INC.
		06	1 & 3	1 & 3
		07	1 & 4	1 & 4
		08	1 & 5	1 & 5
		09	2 & 3	2 & 3
		10	2 & 4	2 & 4
		11	2 & 5	2 & 5
		12	1 & 3 & 4	1 & 3 & 4
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		14	2 & 3 & 4	2 & 3 & 4
		15	2 & 3 & 5	2 & 3 & 5
		16	1 & 3 & 4 & 5	1 & 3 & 4 & 5
		17	2 & 3 & 4 & 5	2 & 3 & 4 & 5
		18	Not specified	NOT SPEC.
64	42-43		GOVERNANCE: UNIVERSITY GOVERNANCE: COMPOSITION OF BOARD OF GOVERNORS/TRUSTEES	B OF G: COMP.
		01	Faculty majority	FAC MAJ
		02	Faculty minority	FAC MIN
		03	Administrative officers included	ADM INCL.
		04	Students included	STU INCL
		05	Non-academic staff included	NON-ACAD INC.
		06	Community members included	COMM. INC.
		07	1 & 3	1 & 3
		08	1 & 4	1 & 4
		09	1 & 5	1 & 5
		10	1 & 6	1 & 6
		11	2 & 3	2 & 3
		12	2 & 4	2 & 4
		13	2 & 5	2 & 5
		14	2 & 6	2 & 6
		15	3 & 4	3 & 4
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		17	3 & 6	3 & 6
		18	4 & 5	4 & 5
		19	4 & 6	4 & 6
		20	5 & 6	5 & 6
		21	1 & 3 & 4	1 & 3 & 4
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		44	2 & 4 & 5 & 6	2 & 4 & 5 & 6
		45	3 & 4 & 5 & 6	3 & 4 & 5 & 6
		46	1 & 3 & 4 & 5 & 6	1&3&4&5&6
		47	2 & 3 & 4 & 5 & 6	2&3&4&5&6
		48	Not specified	NOT SPEC.
65	44		GOVERNANCE: LABOUR-MANAGEMENT COMMITTEE: COMPOSITIGN	LAB-MGT COMM
		1	Parity Committee	PARITY
		2	Faculty majority	FAC MAJ
		3	Administrative majority	ADM MAJ
		8	Not specified	NOT SPEC.
66	45-46		GOVERNANCE: LABOUR-MANAGEMENT COMMITTEE: MANDATE	L-M COM: MAND.
		01	Settle difference during life of agreement (excluding grievances)	SETTLE DIFF
		02	Re-open or re-negotiate elements of agreement	RE-NEGO
		03	Adjust grievance	ADJ GRIEV.
		04	Advise President or administration in general	ADVISE PRES
		05	1 & 2	1 & 2
		06	1 & 3	1 & 3
		07	1 & 4	1 & 4
		08	2 & 3	2 & 3
		09	2 & 4	2 & 4
		10	3 & 4	3 & 4
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		14	2 & 3 & 4	2 & 3 & 4
		15	1 & 2 & 3 & 4	1 & 2 & 3 & 4
		16	General statement covering matters related to agreement (excluding grievances).	GEN. XGRV
		17	General statement covering matters related to agreement (including grievances).	GEN +GRV
		18	Not specified	NOT SPEC.

NOTE: Unless it is specified that the committee shall have the right to discuss grievances then it is assumed that they are excluded from the mandate.

Field	Col.	Cond.	Clause	Computer Abbrev.
67	47		GOVERNANCE: PERSONNEL DECISIONS: INITIAL APPOINTMENTS	APPTS.
		1	Senior administration only - no faculty consultation requried or mentioned	ADM. ONLY
		2	Collegial recommendation from department to administration	COLLEGIAL
		3	Joint faculty-administration committee advisory to administration/Board	JOINT: ADV.
		4	Joint faculty administration committee decision binding on administration/Board	JOINT: BINDING
		5	Faculty committee decision binding on administration/ Board	FAC: BIND
		8	Not specified	NOT SPEC.
68	48		GOVERNANCE: PERSONNEL DECISIONS:	PROMOTIONS
		1	Senior administration only – no faculty consultation	ADM ONLY
		2	Collegial recommendation from department to administration	COLLEGIAL
		3	Joint faculty-administration committee advisory to administrative/Board	JOINT: ADVSRY
		4	Joint faculty administration committee decision binding on administration/Board	JOINT: BINDING
		5	Faculty committee decision binding on administration/ Board	FAC: BIND
		8	Not specified	NOT SPEC.
69	49		GOVERNANCE: PERSONNEL DECISIONS: TENURE	TENURE
		1	Senior administration only – no faculty consultation	ADM ONLY
		2	Collegial recommendation from department to administration	COLLEGIAL
		3	Joint faculty-administration committee advisory to administration/Board	JOINT: ADVSRY
		4	Joint faculty administration committee decision binding on administration/Board	JOINT: BINDING
		5	Faculty committee decision binding on administration/ Board	FAC.: BIND
		8	Not specified	NOT SPEC.

Field	Col.	Cond.	Clause	Computer Abbrev.
70	50		GOVERNANCE: CURRICULUM: FINAL LEVEL AT WHICH APPROVAL OCCURS	CURRICULUM
		1	Final approval at department level	DEPT.
		2	Final approval at faculty level	FACULTY
		3	Final approval by university curriculum committee	UNIV. COMM.
		4	Final approval by Senate	SENATE
		5	Final approval by senior academic officer only	SEN ACAD OFF
		6	Final approval by Board of Governors/Trustees	B OF G/ TRUST
		8	Not specified	NOT SPEC.
71	51-52		GOVERNANCE: STUDENT ROLE ON COMMITTEES	STDT ON COMM
		01	Membership on Board of Governors/Trustees	B OF G/ TRUST
		02	Membership on Senate	SENATE
		03	Membership on university standing committees	STAND. COMM.
		04	Membership on appointment/ search/selection committees	APPT/ SEARCH
		05	Membership on evaluation committees for faculty promotion and tenure	EVALU.
		06	1 & 2	1 & 2
		07	1 & 3	1 & 3
		08	1 & 4	1 & 4
		09	1 & 5	1 & 5
		10	2 & 3	2 & 3
		11	2 & 4	2 & 4
		12	2 & 5	2 & 5
		13	3 & 4	3 & 4
		14	3 & 5	3 & 5
		15	4 & 5	4 & 5
		16	1 & 2 & 3	1 & 2 & 3
		17	1 & 2 & 4	1 & 2 & 4
		18	1 & 2 & 5	1 & 2 & 5
		19	1 & 3 & 4	1 & 3 & 4
		20	1 & 3 & 5	1 & 3 & 5
		21	1 & 4 & 5	1 & 4 & 5
		22	2 & 3 & 4	2 & 3 & 4
		23	2 & 3 & 5	2 & 3 & 5
		24	2 & 4 & 5	2 & 4 & 5
		25	3 & 4 & 5	3 & 4 & 5
		26	1 & 2 & 3 & 4	1 & 2 & 3 & 4
		27	1 & 2 & 3 & 5	1 & 2 & 3 & 5
		28	1 & 2 & 4 & 5	1 & 2 & 4 & 5
		29	1 & 3 & 4 & 5	1 & 3 & 4 & 5
		30	2 & 3 & 4 & 5	2 & 3 & 4 & 5
		31	1 & 2 & 3 & 4 & 5	1&2&3&4&5
		38	Not specified	NOT SPEC.

NOTE: Conditions 04 and 05 are coded in cases where representation is limited to department committees and excluded on faculty-wide or college committees.

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NATIONAL CENTER FOR THE STUDY OF COLLECTIVE BARGAINING IN HIGHER EDUCATION AND THE PROFESSIONS
BARUCH COLLEGE, CUNY

"BRAIN" – PRICE LIST

*Cost Structure	Members	Non-Members
Fixed charge per request	$20.00	$30.00
Fixed charge per contract	12.00	15.00
Fixed charge per clause (condition)	.10	.10
Fixed charge for Photo-copying	.25	.30

Ex	Request	Members	Non-Members
1	Printout of all clauses for 10 contracts	$140.00	$180.00
2	Printout of all clauses for 32 contracts	$404.00	$510.00
3	Printout of 8 clauses for 40 contracts	$ 52.00	$ 62.00
4	Printout of 28 clauses for 76 contracts	$232.00	$242.00
5	Printout of 28 clauses for 76 contracts plus photo-copies of 2 clauses from 10 of the 76 contracts (approx. 30 pages of photocopies in all).	$307.00	$332.00
6	Photocopies only of 4 specified contracts - no manual or computer research required. Assume 200 pages total.	$ 70.00	$ 80.00
7	Photocopies of contract provisions for conditions found in coding manual. Printout not requested but required by Data Bank to identify those contracts having such condition. Assume computer studies 120 contracts and finds 15 with the requested condition. (3 pages of photocopies are made per contract).	$ 43.00	$ 53.00

**Prices for group rates or quantity orders available upon request.*

Prices subject to change.

"BRAIN" ORDER FORM

Cost containment is a vital element when utilizing computerized data bases; thus extreme care should be given to the type of search ordered.

I. IDENTIFIER – Screen restrictions: Check category (ies) desired.

A. _____ 2 Year only
_____ 4 Year only
_____ 2 & 4 Year

B. _____ U.S.A. only
_____ Canada only
_____ U.S.A. and Canada

C. _____ Public
_____ Private
_____ Public & Private

D. _____ AAUP
_____ AFT
_____ CAUT
_____ NEA
_____ All Agents

II. Specific contract(s) to be searched:

1)
2)
3)

III. DATA REQUESTED:

Field Numbers

_____ _____ _____
_____ _____ _____
_____ _____ _____

IV. Brief statement of problem(s) to be searched:

_____
_____
_____
_____
_____
_____

MAIL TO: Dr. Joel M. Douglas, Director
NCSCBHEP
Baruch College, CUNY, Box 322
17 Lexington Avenue, New York, N.Y. 10010

Name _____ Title _____

Institution _____

Address _____

City _____ State _____ Zip _____

Telephone (Area Code) _____

☐ Member ☐ Non-Member ☐ Check Enclosed ☐ Bill Me